

**PROVIDENCE HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING: February 3, 2011**

PHA Conference Room 100 Broad Street Providence, RI 02903

CALL TO ORDER

Chairman Waldman called the meeting to order at 5:00 PM.

ROLL CALL

The Executive Director called the roll:

Present: Absent:

Paul F. Waldman Nick Narducci

Roger Giraud John Iglioizzi

Robert Clarkin Dorothy Waters (excused)

JT Taylor

Dolores Casella

Hilary Silver

Venuz Madrid

Barbara Fields

Eight members were present constituting a quorum to conduct business.

APPROVAL OF MINUTES (12-09-10)

Commissioner Cascella moved to approve the meeting minutes of 12-09-10. The motion was seconded by Commissioner Taylor. The chairman called for a vote. The minutes were approved unanimously.

RESIDENT'S COMMENTS

No resident comments.

CHAIRMAN'S REPORT

Chairman Waldman thanked the Commissioners for attending. He stated he had two issues for his report this evening. (1) Committee Assignments: He was making committee assignments for the new year considering there would be a new Commissioner (Kevin Jackson) [see attached committee assignments and chairs of committees]. (2)Board Retreat: A sheet was in the board packets this evening for dates for the year's annual board training and development retreat. While the location has been narrowed down to two sites, a date has to be chosen. There are issues selecting a date in April due to religious holidays and a long-time commitment made by a staff person who will be presenting at this year's session. It really leaves only April 15-17 as feasible dates. He asked each Commissioner to check their schedules and be ready to respond when Beth called to confirm their attendance.

COMMITTEE REPORTS:

Asset Management/Capital Improvements

Commissioner Madrid presented the committee's report citing progress on projects that have been completed, including the status of the landscape projects, elevator repairs, handicapped units, etc. [See the attached committee report.]

Budget, Finance & Audit Committee

Commissioner Giraud stated that the committee met prior to the board meeting for a briefing from the CFO Donna Pariseau. He stated the PHA's finances are sound with surpluses in the annual operating and CCOC budgets. All line items were within +/- 10% of their budgeted amounts. He stated that the Section 8 budget was in deficit, but there were ample reserve funds to cover the expenses. [See the attached committee report.]

Resident Services Committee

Commissioner Silver stated that she had arrived just before the meeting and did not have a chance to review status reports with the committee and the PHA staff person assigned to the committee. She asked Tai VanDenBerghe to give an overview of committee issues. [See the attached committee report.]

EXECUTIVE DIRECTOR'S REPORT:

Monthly Management Report

The Executive Director presented two MMRs to the board (November and December). He stated that all major performance indicators were acceptable, except rent collections, which needed to be watched. He reminded the board members that each MMR contains hundreds of

performance indicators from each department, office and function at the PHA. He asked the board members to review the MMRs and to get in touch with him if they have any questions or comments.

Items in Board Packet

The month's reading article was a piece by HUD Secretary Sean Donovan about how to end homelessness. There is also an article from this day's Providence Journal about the Eisenhower Foundation's grant to the PHA and the event held earlier today at Hartford Park.

Eisenhower Foundation event

Earlier today at 11:00 AM, the PHA and Eisenhower Foundation held a dedication and press event to announce the Eisenhower Foundation's "Youth Safe Haven" program. The foundation granted the PHA \$180,800 over 18 months to create the program. It brings together children from Hartford Park and Manton Heights for programs and activities, including counseling, computer lab and personal mentoring. The event was very successful and attended by Congressman Cicilline, Police Chief Esserman, School Superintendant Tom Brady, Ernie Banks from the Foundation, Chris Albert, representing Senator Reed, and many others. The Providence Journal and several television stations covered the event.

Grants Status Report:

- **Capital Fund Training and Child Care Center Grant**

Mr. O'Rourke informed the board that just today the staff submitted a grant proposal to HUD for \$5.0 million to construct a training and child care center at Hartford Park. The approximately 15,000 square foot facility would house classrooms for resident training and a daycare facility. The PHA worked with two partners on the grant. The Community College of Rhode Island would conduct three training programs (Pharmacy Technician, Certified Nursing Assistant and an Office Skills Program) all in demand in RI. The PHA partnered with Children's Friend and Services to operate the daycare facility. The PHA was required to leverage at least 5% of the construction funds (\$250,000). There is a resolution authorizing the submittal of this proposal and allocating the \$250,000 from the PHA's Central Office Cost Center reserve as our leveraging amount. There is an ample surplus in this account.

- Community Development Block Grant proposals**

The PHA also has submitted two proposals for funding to the city's Community Development Block Grant program. One proposal is for adult education and training, while the other is for funds to construct a state-of-the-art greenhouse. Both proposals require resolutions from the board of commissioners.

Capital Fund Project Status Report

Mr. O'Rourke informed the board that all landscape projects are

obviously suspended during the winter. He further stated that the landscape projects are essentially completed, except for Chad Brown, which has some plantings and punch list work. This work will resume in late March, or April. When completed we will have expended 100% of our stimulus funds. Work continues on exterior work, including renovations to the headquarters offices. We are enlarging the reception area due to the lack of space for applicants and people with appointments to sit. Other renovations will result in a more efficient use of space and a more professional image.

Section 3 Presentation

Mr. O'Rourke next gave a presentation on the Section 3 program requirements, which require organizations receiving federal funds to hire low-income persons, including residents. He presented a PowerPoint presentation explaining the requirements and goals established by the program. The executive director stated that he was pleased with our results so far; although, he believed we needed to work with contractors to get them to hire more residents. He stated he understood their concerns about lack of skills and experience. He stated several residents hired by the three landscape firms this summer were let go for being late, or not showing up to work. The PHA posts at each development seeking residents who are interested in employment. They are required to complete a form listing their skills and experience. Unfortunately, many have little experience or skills necessary for anything other than menial labor. Mr. O'Rourke stated he has heard these concerns before and it is the

reason the PHA has concentrated on training programs for residents in painting skills, general maintenance work and landscaping. Many of the graduates from these latter programs have obtained employment, or work for the PHA. Mr. O'Rourke stated that many current PHA employees were or currently are PHA residents.

The executive director further stated that the PHA's most successful Section 3 project was creating a resident-owned and operated business. Curtis Gomes Painting and Construction Company was created with the PHA's assistance. Mr. Gomes and several of his current employees are graduates of the PHA-Sherwin-Williams Painting Program. The PHA assisted Curtis in getting financing, writing a business plan and marketing his business. Mr. Jones is currently contracted to assist with unit turnovers at the PHA. [See the attached report].

Quarterly Goals Management Report Presentation

Tai VanDenBerghe, Special Projects Manager, presented the quarterly report on the status of the PHA's Goals Management Report. Each department/Office/Function has made progress from the previous report. [See attached presentation.]

RESOLUTION

Resolution #4197

Resolution authorizing submittal of a grant to the city's Planning Department for a Community Development Block Grant for adult

education and training. Moved by Commissioner Clarkin, seconded by Commissioner Taylor. A vote was taken. There was no opposition by members present. Chairman Waldman declared the resolution passed.

Resolution #4198

Resolution authorizing the submittal of a CDBG grant to the city for funds to construct a greenhouse. Moved by Commissioner Fields, seconded by Commissioner Silver. A vote was taken. There being no opposition, the motion was approved.

Resolution #4199

Resolution authorizing the executive director to submit to HUD a Capital Fund Training and Childcare Facility grant for \$5.0 million, as well as committing \$250,000 of Central Office Cost Center funds as leverage. The motion was moved by Commissioner Silver, seconded by Commissioner Madrid. After a discussion, a vote was taken and the motion was unanimously approved.

OLD BUSINESS

- There was no old business**

NEW BUSINESS

- There was no new business**

ADJOURNMENT

There being no further business, Chairman Waldman accepted a motion to adjourn from Commissioner Clarkin, seconded by Commissioner Madrid. The meeting adjourned at 6:23 PM.

Minutes Submitted and Approved By:

Stephen J. O'Rourke

Executive Director